**Supervisor Gustafson Financial / Business Report / Committee Reports**

**Committee Meeting Notes JUNE 2022**

**Town of Roseboom Committee Meeting Date: June 3, 2022 Loc: Town Office**

Present: Supervisor Gustafson, Deputy Supervisor VanDewerker, Councilperson Schecter, Councilperson Diamond, Councilperson Gridley

Excused/Absent:

 Other Present: Highway Superintendent, Dan Gage

**ITEMS OF DISCUSSION -- no meeting held at Town Office @ 7:30 am**

**Updates have been completed based on verbal communications and correspondence.**

**TOWN HIGHWAY --- SNOW & ICE CONTRACTS, ROADS, CHIPS, REPORTS**

**NYS DOT Snow & Ice Contract (2019/2020) Season (Joseph Thompson, Snow & Ice Program Manager @ Albany, NY: ($87,618.76).** Town has received YTD $ 72,986.46; balance due $14,632.32. Supervisor Gustafson contacted Alan McFee to reconcile account balance**. Pending**

**NYS DOT Snow & Ice Contract (2020/2021) Season:** Supervisor received and deposited $58,705.58 (03/21/21) & $7885.69 (6/14/21). Supervisor will clarify YTD ($66,591.27) revenue received. Too LOW!!

**2021/22 NYS DOT --Municipal Snow & Ice Agreement Supplemental Agreement & Adjustment/Calculation Worksheets:** Hwy Supt, Supervisor, and Deputy Supervisor continue to complete the SIR forms and the NYS Adjustment Calculation Worksheet. **Pending**

**SIR 11 NYS & County Reports:** Supervisor drafted SIR 11 forms. Supervisor & Supt Gage will continue to complete reports determining a profit vs loss. **Pending- Action needed**

**Otsego County Snow & Ice:** Supt Gage to contact Rich Brimmer to obtain a printout report regarding the payments made to the Town. Will use this to reconcile the SIR forms and Daily Travel Tickets. **Pending**

**Gage School House Road (Speed Control)** **& Honey Hill Road (Speed Control):** The Highway Superintendent placed this project (upgrades & repairs) on his Work Schedule; regarding concerns from resident regarding speed & safety issues. Deferred

**Adair Road Tube/Culvert:** Town Hwy Department will widen & replace culvert. **Pending**

**Bob Rich Road:** Board asked Town Supervisor & Hwy Superintendent to meet with Attorney to discuss process to abandon road. Supervisor Gustafson spoke with / requested Attorney M Parshall to send copy of local law requirements in order to move forward with 1 of 3 types of “Road Abandonment”. The Town is considering Limited Abandonment – whereas the people may utilize the road, but the Town is not required to maintain the rod. Supervisor did not receive documents requested. Thus, Supervisor contacted Attorney Dennis Laughlin, Cherry Valley, NY (607-264-9988) (dennis@donovanlaughlin.com)to discuss/meet regarding the process to abandon a section of Bob Rich Road. Attorney Laughlin (asst Lisa) left message to contact (via telephone or email) Supervisor Gustafson. **Pending**

**Hwy FTE Handbook:** Supervisor, Deputy Supervisor and Hwy Superintendent met with the Highway Employees to review the new Highway Employee Handbook. Discuss was heard and employees were given a copy for their records. Completed

**Annual Driving Record Document:** Supervisor asked Hwy Supt Gage to complete the Annual Driving Record document for each employee and copy to their personnel files. **Completed**

**Dust Control (Budgeted $2500):** Board & Hwy Superintendent discussed Dust Control for Town Roads using calcium not oil. Hwy Superintendent Gage to obtain quotes from Suit Kote & Gorman Bros for approximately 200’ of road frontage. Note: Road Reserve Savings of approximately $6500 and CHIPS as a binder. Hwy Supt Gage was able to obtain 1 quote from Suit Kote @ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Note: Gorman Bros not able to give quote as the project would most likely need a single axle, they only have a large trailer. Whereas, Suit Kote has a single axle. **Pending – Motion needed to award Dust Control to Suit Kote & authorizing the use of Road Repair Reserve funds.**

**TOWN HIGHWAY EQUIPMENT**

**Old Gradall 880:** Hwy Supt Gage to place used equipment on Auction International. **Pending**

**Old Trailer 20 Ton:** Hwy Supt Gage to place used equipment on Auction International. **Pending**

**TOWN HIGHWAY CHIPS PROJECTS**

**CHIPS 2022 ($199,693.66): CHIPS w/Rollover $125,915.61, PAVE NY $29,097.80, EWR $25,281.72, POP $19,398.53)**

**Hwy Supt Gage reached out to various vendors. He reviewed bids/quotes from Suit Kote & Gorman Bros with the Town Board. Upon discussion, the Board anticipates awarding `the 2022 CHIPS Projects to Gorman Bros**

**TOWN GARAGE/OFFICE BUILDING PERSONNEL ITEMS**

**Garage Back Wall – potential addition for workspace:** Hwy Superintendent & Supervisor discussed the possibility of building an addition onto the back wall of the garage to create additional highway workspace, Superintendent Office, and storage room. Hwy Supt will draft plans and associated costs for the addition. Plans will be reviewed and approved by Code Officer, Lloyd Stannard. The Hwy Crew is expected to complete the building project. **Pending**

**Furnace/Heating System:** Councilperson Schecter working with NYSERDA – Clean Energy was able to secure a $5000 grant (received & deposited to A.3789). The Town Board discussed & declined utilizing the funds to help offset costs for a new Furnace/Heating System. The existing system is sufficient currently. The Grant Funds will be used towards a solar array for the Salt Shed to lower the electric costs for the Highway/Office Building. **Completed.**

**Mail Drop Boxes:** Project was handed off to new Highway Superintendent to complete. **Pending**

**Bathroom – Office Area:** Board discussed, and asked Hwy Superintendent if the Hwy Dept could install new sheet rock & base board in the office bathroom. Thank Dan! **Pending**

**JUSTICE COURT Justice: Steve Mosenson**

**Justice Court 2021 Reports & Fees (A.2610): Jan 2022 ($0 fees) Feb 2022 ($1058.00) Mar ($200.00) (April $0) (May $0)** reports & fees from Justice Steve Mosenson received. **Completed**

**Traffic Diversion Program:** Supervisor received & deposited check ($100) from the NYS TDP. **Completed**

**Unified Court System’s Internal Audit re Town Court records for fiscal year 2020, 2021:** Supervisor Gustafson & Justice Mosenson will complete the audit at their earliest convenience. Pending

**Court Bi-Annual Security Audit: Justice Mosenson emailed Supervisor indicating that his Town Court passed the Judicial Court Bi-Annua Security Audit. Completed**

**FINANCIAL & OTHER BUSINESS ITEMS**

**Financial Reports –** Supervisor’s Financial Reports on file; e-mailed to Board members. **Completed**

**NYCLASS Reports –**Financial Report on file; e-mailed to Board Members.

**County Sales Tax (A.1120):** Supervisor received & deposited ($5183.02 ck#041494 for Sales Period Jan 2022) and ($7907.74 ck#04193 for Sales Period Feb 2022), ($6782.16 ck#42433 for Sales Period May 2022). YTD Total $34,711.94 **Completed**

**Mortgage Tax (A.3005)**

**NYS Per Capita Aid: (A.3001):**

**Sale of Scrap (DA.2650):** Supervisor received (from Hwy Supt Gage) and deposited ($296-cash). **Completed**

**CDPHP Off-Cycle Enrollment:** Supervisor contacted & discussed with CDPHP the process for a FTE Off-Cycle Enrollment. IRS Regulations indicate that an employee must meet a “Qualifying Event” (i.e. loss of ins coverage) and the Enrollment Application Form must reflect the prior insurance provider & date of termination. The Town is required to have (on file in the employees personnel file) a Letter of Termination from the prior insurance provider to validate the authorization of the CDPHP Enrollment Application Form. A copy of the CDPHP Off-Cycle & Qualifying Event information was given to the Highway Superintendent to discuss with his employees. The Town Board to review/discuss at the 4/21/22 Board Meeting. **Completed**

**Certificate of Insurance (Producer: NBT Insurance Agency LLC) (Insured: Opportunities for Otsego Inc)** Supervisor received & filed the Certificate of Insurance. **Completed**

**BUDGET – completed for CY 2022**

**SALT SHED**

**Salt Shed Pole Barn Construction** Work continues the salt shed, as time allows. **Pending**

**Salt Shed Concrete work:**  Deferred

**Salt Shed Solar Project:** see below for Revolution Solar Energy Proposal @ $24,300. Completed

**TOWN CLERK & TAX COLLECTOR**

Town Clerk, Erin Seeley, has spoken to ATC indicating that the Town of Roseboom is still covered this tax season (2021) under the county's contract.  She said the County had some confusion as to when the contract ends.  Should we decide to continue with them in 2022, we would need to pay an annual fee.  Erin will go ahead and request that amount so that we have it, as well as, when we see the new software program from the county, we can make that decision.

 **TOWN SOLE ASSESSOR – Matthew Lippitt**

**Final Tax Assessment Roll: Completed**

**NYS LRS:** Supervisor received a notification letter regarding Mr. Lippitt’s Record of Activities (ROA) for Nov 2010 – Jan 2020. This report indicates the calculation formula used to determine Mr. Lippitt’s average days worked per month and will be reported on the Town’s monthly report to NYS Retirement. In addition, adjustments will me made to the days worked reported from Oct 2019 – Jan 2020 to reflect the calculation formula uosed. A RESOLUTION must be drafted, approved by the Board, publicly posted for a minimum of 30 days and submitted to the NYS Retirement System. **Pending**

**DOG CONTROL**

**Dog Control Officer:**  no report. Report Pending

**TOWN HISTORIAN – Pat Mabie**

**Annual Historical Book –** Town Board received the Annual Historical Notebook detailing the Town’s events & activities tht reflect our community. Supervisor Gustafson compiled and sent a “Thank You Letter” to Pat Mabie praising her for her outstanding commitment and long-term service as our Town Historian. **Completed**

**TOWN SIGNS CEMETERY ASSOCIATIONS TOWN HISTORIAN CELL / INTERNET SERVICE**

**SIGNS --Town of Roseboom Sign (s):** **Pending**

**Chery Valley Joint Fire District/ EMS Squad Cell Tower/Service AED Unit**

**Cherry Valley Joint Fire District Contract: Complete**

**Ambulance Services:** Supervisor reached out to Chairman Dave Bliss regarding ambulance services for the Town of Roseboom. Whereas, the County would supply the services and spread the costs across via County tax levy, the same process as Workers Compensation. and received a reply that the ambulance services are still a work in progress but a resolution stating the town of Roseboom would like to contract with the county for ambulance service would be a good start. Board to discuss and pass a resolution indicate that the Town of Roseboom would like to contract with the County for ambulance services. **Pending**

**SOLAR INITIATIVE(S) LED STREET LIGHTING PIPELINE SAFETY PUBLIC SERVICE**

**CLIMATE SMART COMMUNITIES (NYS DEC)**

**BRONZE LEVEL:** CSC sent repsonse to Allegra Schecter, CSC Coordinator indicating the Town of Roseboom’s application was approved for 15 Actions in 6 Categories for a total of 130 points! Thus, the Town has been awarded the “Bronze Level” Certification for 2022. This level with assist the Town in obtaining grants for environmental and other projects. A “Press Re;lease” was issued and two (2) signs were sent to the Town (Allegra Schecter), who had them placed at the Town Garage/Office Buildng, and the signs within the Township. Also, the Town’s Website was updated to include this outstanding accomplishment. The Board expressed its appreciation for all the hardwork and continued efforts of Councilperson Schecter for this project. THANK YOU< ALLEGRA! GREAT JOB! Completed

**CLEAN ENERGY COMMUNITIES (NYSERDA)**

**NYSERDA: Clean Energy Communities Program “GRANT AWARD”:** Councilperson Allegra Schecter reported on the NYSERDA Clean Energy Community

**NEXAMP SOLAR**

**NEXAMP Solar Agreement:** Board entered into Agreement with NEXAMP Solar (8/8/19). The Town gets 10% savings of the Solar Credit: not 10% off the Nat Grid bill. Support Team at **855-727-4636**or **support@nexamp.com** with any questions.

**COMMUNITY CHOICE AGGREGATION PROGRAM / CCAP (Joule Community Power)**

**CCAP (Community Choice Aggregation Program) (Louise @ joulecommunitypower.com; 917-977-0401):** Councilperson Allegra Schecter & Town Clerk Erin Seeley arranged a presentation (via zoom) by CCA Administrator for NYS. After the slide presentation, discussion was heard regarding the process for National Grid customers to opt out to obtain 5-10% solar credit on their existing bill. Supervisor signed & submitted the CCA Local Law (CCA Agreement) for final execution. Supervisor received the executed CCA Agreement; copy to Councilperson Schecter. **Completed**

**CCAP (Victor Melendez, Joule Community Power):** Supervisor Gustafson received and discussed with the Board a letter received regarding a new proposed regulation by the Dept of Public Service to expand access for “opt-Out” community Solar to municipalities. Supervisor was asked to schedule a brief call to discuss the proposal and Joule’s position. Supervisor will consider to sign-on to their joint letter, by May 24th, requesting the Public Service Commission to modify the proposal to truly expand access to “opt-out” community solar for low-income communities. Completed

**CCAP (Joule Community Power):** Supervisor received email & letter from Joule regarding the signing of the joint municipal letter in response to the Department of Public Service’s Opt-Out Community Solar Straw Proposal. The Commission is expected to make a decision in July. Joule will update the Town asap. Pending

**REVOLUTION SOLAR ENERGY (SALT SHED SOLAR PROJECT):**

**Salt Shed Solar Project:** Revolution Solar Energy submitted a proposal for 30 – 360 watt panels, with up to 20.9% Module efficiency, 13,799 kWh per year @ net cost of $24,300. Total project is $28,080 less $3780 grant monies = $24,300. Board anticipates approving the proposal and awarding the project to Revolution Solar Energy(Mary Jo Cronin) at the June 2022 Board Meeting. Note: Other quotes (Albany Solar) & ( )were received (by Councilperson Schecter) and were reviewed by the Board. Completed

**Unified Solar Permit – Required:** Councilperson Schecter & Mary Jo Cronin are working to complete the Unified Solar Permit. Mary Jo indicated she filled out the form, but it will take me a little longer to get the drawings and equipment together; noting they must do an electrical diagram. Pending

**Solar Permit- Building Code:** Councilperson Schecter submitted a preliminary solar permit for the town Salt Shed to Code Enforcement Officer, Lloyd Stannard. Pending

**PLANNING BOARD… st Thursday @ Month @ 7pm Kim Gray-Chair George Duncan-Vice Chair**

**Planning Board Business:** **Deferred at this time.**

**ORGANIZATIONAL CHART / TOWN Bi-LAWS BULLETIN BOARD – NOTICES**

**Organizational Chart / Bi-Laws Amendment:** the 2022 Organizational Chart & Bi-Laws (Resolution #2), as well as a new Highway Department Handbook, Progressive Discipline Policy, Supervisors Guide to Progressive Discipline, Employee Performance Evaluation form, Employee Termination Form, and a Disciplinary Action Form were approved at the March 2022 Board Meeting**. Completed**

**Highway Department Employee Handbook:** Board approved Highway Handbook. March 2022. **Completed**

**SHARED SERVICES with OTSEGO COUNTY.**

**County MOU MUNIS** *Tax Billing & Collection software***:** **Deferred**

**County MOU** *E****-****mail Sharing & Archiving:* **Deferred**

**2022 Otsego County Shared Services Plan**. Supervisor received via email a copy of the proposed Shared Services Plan re EMS. **Pending**

**County MUNIS Software:** County's transition to MUNIS, which is now our financial, payroll and tax software system.  Every municipality located in Otsego County can use the tax software from MUNIS at no charge, similar to the agreement with Allen Tunnel in the past.  We will be having a training/demo session on July 25 and 26 here at the County building located at [197 Main Street, Cooperstown](https://www.google.com/maps/search/197%2BMain%2BStreet%2C%2BCooperstown?entry=gmail&source=g) for anyone that wants to attend.  I would highly suggest coming to see how the software works as it could really improve communication amongst all of us as this system is one true system that will house all of our data together and not silo us.  Each municipality will be able to view only their own data, but we will be able to see everyone's data live at all times and will be able to assist with tax payments and balance with much more ease than we do now.  No municipality is being forced to use the MUNIS software.  You can continue to use your current software if you choose, but if you are using Allen Tunnel you will start being charged for it in 2023. Please let me know if you plan on attending so I can begin coordinating times.

**HAZARD MITIGATION PLAN with OTSEGO COUNTY**

**HMP Meeting**. Supervisor, D. Supervisor, and Hwy Supt. will work on completing the HMP Worksheet with Tetra Tech. **Update:** Supervisor received notice indicating that the Otsego County hazard Mitigation Plan was adopted and approved by the Federal Emergency Management Agency (FEMA) in April of 2021. The plan is reviewed annually to ensure that it is kept up to date by the county and the municipalities (Towns). The annual review cycle will end in 60 days. Supervisor Gustafson will log into BAToo! Software to provide an update on the status of our jurisdiction’s (Town of Roseboom) mitigation action. This will help to facilitate the review process. Supervisor spoke with Tammie Harris, Otsego County Planning to discuss completing the updates. Board will review some of the updates highlighted by the Supervisor Gustafson. Input from Deputy Supervisor VanDewerker & Highway Superintendent Gage will be required. Updates completed the update on \_\_\_\_\_\_\_\_\_\_\_\_\_

**CODE ENFORCEMENT OFFICER**

**Code Enforcement Officer:** The Town would need to pass a local law indicating it approves Otsego County to take over the Code Enforcement activities of the Town. Local Law must be approved and filed with Otsego County by **July 1st in order for the Town to opt in-to the County for Code Enforcement coverage. Update:** Deputy Supervisor VanDewerker & Councilperson Diamond to contact NYS and Otsego County to clarify the Town’s options if the Code Officer resigns before the Town can file the Local Law. Deputy Supervisor VanDewerker confirmed with Code Officer Lloyd Stannard that he will continue to serve as Code Officer for the Town. **Code Officer, Lloyd** Stannard discussed with Deputy Supervisor VanDewerker that he is expecting to serve the Town of Roseboom for another year. Update: Supervisor Gustafson email Code Officer L Stannard regarding his Retirement. NOTE: At the end of the year the Town anticipates it will move its code enforcement to the County; via a local law. Pending

**OTSEGO COUNTY**

**Emergency Services/Ambulance services –** Dave Bliss discussed at the October 2021 Board meeting how the County is moving forward with taking on emergency services/ambulance services. They are looking at a model similar to how the Workers Compensation costs are paid for through Tax Levy. Town needs to let the County know if they will opt into the model by February 2022. Supervisor Gustafson sent an email to Chairman Bliss asking for updates regarding this matter. UPDATE: Supervisor reached out to Chairman Dave Bliss regarding ambulance services for the Town of Roseboom. Whereas, the County would supply the services and spread the costs across via County tax levy, the same process as Workers Compensation. and received a reply that the ambulance services are still a work in progress but a resolution stating the town of Roseboom would like to contract with the county for ambulance service would be a good start. Board to discuss and pass a resolution indicate that the Town of Roseboom would like to contract with the County for ambulance services. **Pending**

**COVID-19 FEDERAL STIMULUS AID (from $1.9 Trillion COVID relief package)**

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| **ARPA Payment #1 (2021) (American Rescue Plan Act)** Supervisor Gustafson received & deposited (8/27, check #08270064, $34,117.02) & (9/17, check #08306975, $139.29 = extra allocation). The funds will be held in a new NYCLASS Account to meet spending parameters and tracking financial activities regarding the funds.**ARPA Payment #2 (2022) (American Rescue Plan Act)** Supervisor reported the 2nd payment of $34,256.30 is expected Summer of 2022. **ARPA / SLFRF (State & Local Fiscal Recovery Funds):** Supervisor reported the Town of Roseboom will receive a total of $ 68,512.61 under this federal act.**ARPA / SLFRF Project & Expenditure Report ($68,512.61):** Supervisor reported that all users must complete, by April 30th, the Project & Expenditure Report in order to utilize the funds. Town Clerk was asked to take the lead to complete this project, by login into the Treasury’s portal. Supervisor, Deputy Supervisor & Town Clerk met to review the demographics and complete the SLFRF tasks and reporting requirements. The Board discussed and agreed to use the funds for four (4) items under one unique project number (#2022-01). Item(s) include reimbursement for Salt Shed construction (purchases in 2021) , partial purchase for a used Gradall (Purchase in 2022), bonus pay for essential highway employees during COVID pandemic (Payroll in 2022), and reimbursement for used Dodge 4WD pickup (purchased in 2021). The SLFRF Report was uploaded by Town Clerk, Erin Seeley on 4/28/2022. The Supervisor & Town Board expressed their utmost appreciation to the Town Clerk for her exceptional assistance with this project. THANK YOU, ERIN!!! Great Job! Completed. |  |
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**NYS COMPTROLLER – THOMAS DINAPOLI**

**ASSOCIATION OF TOWNS**

**BROADBAND**

**STAR LINK:** Starlink is a satellite internet constellation operated by SpaceX. It provides satellite Internet access coverage to 32 countries where its use has been licensed, and aims for global coverage. Using advanced satellites in a low orbit, Starlink enables video calls, online gaming, streaming, and other high data rate activities that historically have not been possible with satellite internet. Users can expect to see download speeds between 100 Mb/s and 200 Mb/s and latency as low as 20ms in most locations. Starlink costs **$110 per month with a $599 one-time equipment fee**.

Respectfully Submitted, Patti Gustafson, Town Supervisor